Approved For Release 2000/08/28 : CIA-RDP78-04718A001600110012-1

Declassified
Class. Changed to: TS S C
Next Review Date:
Auth.: HR 70-3
Date: 13 DEC 1978
By: 015

CONFIDENTIAL

MAY 16 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Revision of T/O For Cable Secretariat - Message Center, Office of the Director.

1. Attached as Tab A is request, dated 9 March 1955 from the Cable Secretary for a ceiling increase of ten positions in the present table of organization. The request which comprises an expansion of identical positions previously established is restated for convenient reference as follows:

Position	Grade	Annual Cost
STATINTL	[redacted]	

Justification for the request is based on (1) an increase in traffic volume approximating ten percent over comparable periods one year apart, (2) a corresponding workload increase resulting from the production of sterilized copies of cables and (3) a corresponding increase in preliminary dissemination to keep the need for electrical transmissions to a minimum. The undue pressure caused by this threefold increase in workload is reflected in the Cable Secretary's statement that recourse to the diversion of personnel from other activities has been necessary and, further, that such diversion is no longer feasible.

2. An administrative examination of Cable Secretariat's Office was made on two occasions to determine the possible existence of any latent factors contributing to the need for additional personnel. The findings are reflected in the following topics of interest:

[redacted] CONFIDENTIAL

DDS Subj

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STATINTL
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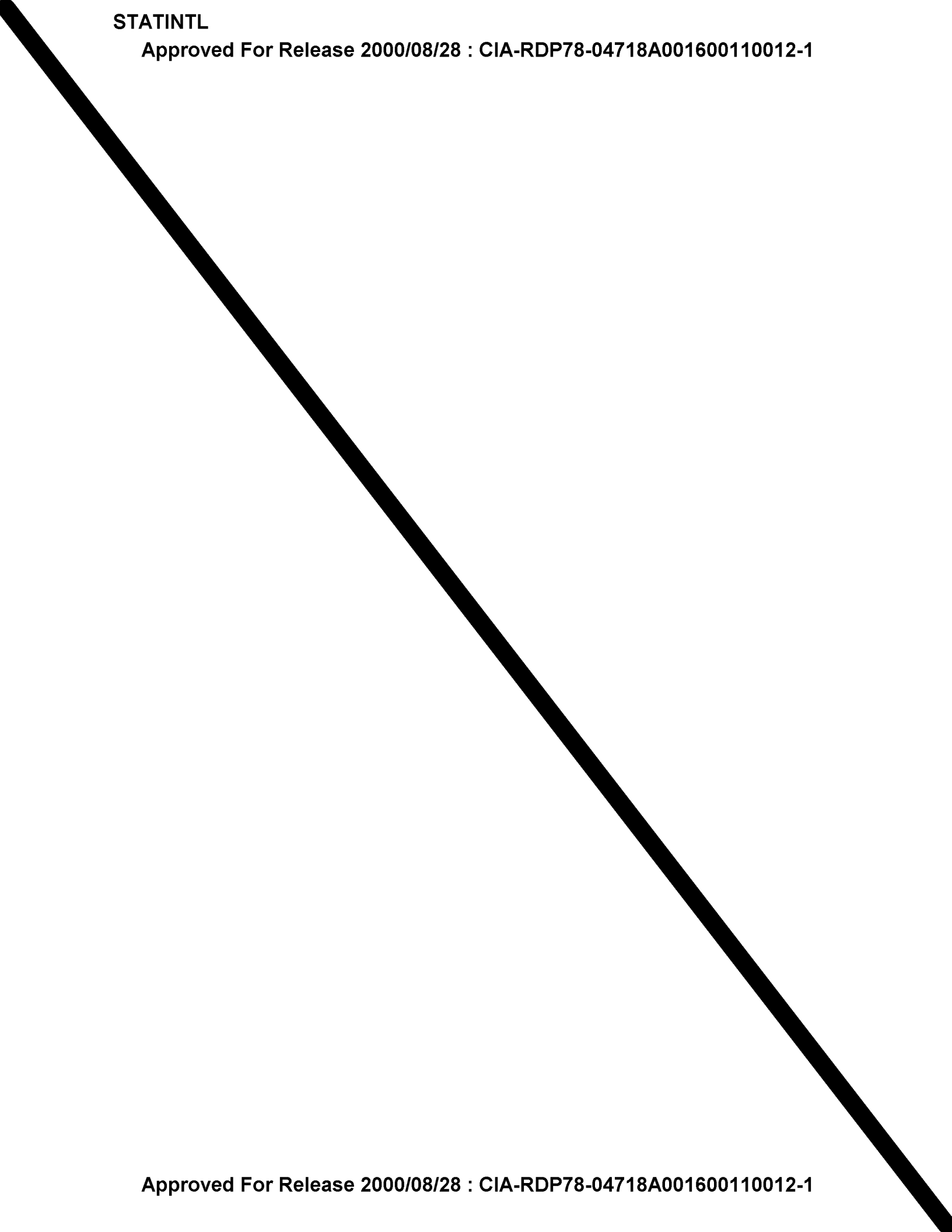

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STATINTL

STATINTL

4. As of 11 May 1955 the OS ceiling was [redacted] and the on-board strength was [redacted] Therefore, approval of this request will necessitate a ceiling increase of 10. Your approval is recommended.

SIGNED

[redacted]
Chief, Management Staff

25X1A

ATTACHMENTS:
Tab A - Proposal
Tab B - Concurrence of Budget Div.
Tab C - Concurrence of Dir. of Pers.

Concur
/s/ [redacted]
Ea/DCI
20 May 55

25X1A

APPROVED:

Date: MAY 23 1955

SIGNED
L. K. WHITE
Deputy Director (Support)

DISTRIBUTION:
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MS/LD:ee (11 May 1955)

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